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## EMPLOYMENT OPPORTUNITY

### OUTREACH SPECIALIST

Energy, Education & Environmental Services Program  
(At-Will Incentive Without Benefits / Full –Time Position)

**THE SALARY/COMPENSATION:** Compensation based upon Incentive Pay Plan (no base pay).

**THE BENEFITS:** Only those required by law and voluntary participation in agency's retirement program. The Agency will not contribute funds to the employee's account.

**WORK SCHEDULE AND HOURS:** Position is assigned to the standard forty (40) hour (8:00AM–5PM, Monday to Friday) work schedule.

**THE POSITION:** Community Action Partnership of San Bernardino County (CAPSBC) Energy, Education & Environmental Services (EEES) Program is currently seeking qualified individuals to perform **full-time** outreach services to include: client eligibility certification; information and referral; preparation and maintenance of client forms/files and performing residential assessments. This position is characterized by its requirement for independence of action, decision making and maintaining confidentiality.

**EXAMPLES OF DUTIES:** Under general supervision, the incumbents will perform such duties as: Perform outreach and intake functions and certify client eligibility for the Utility Company Contracts, LIHEAP (Low-Income Home Energy Assistance Program) and Department of Energy Contracts; perform residential assessments to include accurately measuring doors, windows, attics and determining amount/type of weatherization measures to be installed; prepare and maintain client related forms, files and records on an individual basis; assist clients in completing various required application forms; provide information and referral services to clients; attend funding source meetings, training and seminars as required; perform other related duties as required.

**MINIMUM QUALIFICATIONS:** **Education:** Applicants must have education equivalent to graduation from high school. **Experience:** Twelve months paid or volunteer work experience performing outreach/eligibility duties. **Knowledge / Abilities:** **Good knowledge of:** Problems and needs of economically disadvantaged persons; effective communication, public relations, and information and referral techniques. **Ability to:** Communicate effectively in verbal and written form; work effectively with persons from varied social, economic and cultural backgrounds; perform mathematical computations accurately and job duties independently; comply with program contractual and safety requirements; maintain records, meet the public in situations requiring tact, diplomacy and poise; work within established guidelines and standards to ensure compliance and accountability; gather, analyze and evaluate data; safely climb ladders into home attics and not fear heights; accurately use a tape measure for a variety of measuring requirements; maintain strict client confidentiality; lift/move items weighing up

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to 15 pounds; accurately enter client eligibility information into a Netbook; and use scanner, printer and copier with the Netbook; to travel throughout San Bernardino County to perform work duties, which may require overnight stay(s).

**LICENSE AND PERSONAL VEHICLE:** Applicants must possess a valid California Driver license; be insurable and have/maintain a good driving record. *Applicants must provide a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance upon notice that they will be considered for a hiring interview.*

**SPECIAL REQUIREMENTS:** Must be able to obtain a Home Improvement Sales License from the California State Contractors' Licensing Board. Requirements are finger printing and background check only.

**SELECTION PROCESS:** Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

**APPLICATION:** Submit a completed CAPSBC application form to the Operations Division, 696 South Tippecanoe Avenue, San Bernardino, CA 92415. Applications must be typed and not hand written. Applicants can go to the CAPSBC website to complete an application on line, print it and submit the completed application to the Operations Division. No hand written applications will be accepted for employment opportunities. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will not be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in no further consideration.

**NOTE:** Candidates selected for employment must be available to attend mandatory employer paid training to be scheduled at the earliest opportunity. Incumbents must pass a pre-assessment test to be eligible to attend the training. Failure to pass this test will result in involuntary termination of the incumbent's employment. Training is provided at the Southern California Gas Company Energy Resource Center in Downey, California. (All training costs, lodging, per diem, etc. are paid by employer, as well as a training stipend).

**CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER.** For further information regarding this position, please contact the Operations Division at (909) 723-1531.

**CLOSING DATE: Continuous - until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.**

**PUBLICATION DATE: 12/27/10**

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Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.  
We care about the entire community, and we are dedicated to helping people help themselves and each other.

# Community Action Partnership of San Bernardino County (CAPSBC)

## Employment Information

### Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun and other newspapers and the CAPSBC website. **Applications are accepted on a continuous filing basis, until the position is filled.** Persons desiring to compete for a position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be included on the application** rather than simply stating “see resume.”

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. “At Will” employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1531, 7:30 a.m. - 5:30 p.m., Monday to Thursday, Friday 8:00 a.m. – 5:00 p.m., excluding holidays, or go to: [www.capsbc.org](http://www.capsbc.org)

### Pay and Benefits

For at-will incentive without benefits paid employees, compensation is based on their Incentive Pay Plan. The benefits available are only those required by law and voluntary participation in the agency’s retirement program. The agency will not contribute funds to the employee’s account. At-will without benefits employees do **not** receive paid vacation, or sick leave time, holidays, medical, dental or life insurance coverage.

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